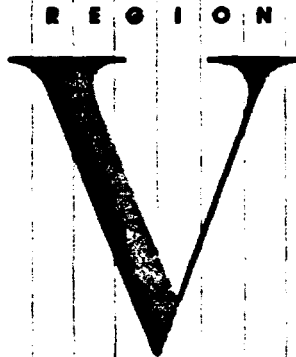


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**COMMUNITY RELATIONS WORK PLAN
AMERICAN CHEMICAL SERVICES, INC. SITE
GRIFFITH, INDIANA
VOLUME I - TECHNICAL SCOPE OF WORK
MAY 1989**



**Remedial Planning Activities
At Selected Uncontrolled
Disposal Sites**

U.S. EPA Contract No. 68-W8-0089

Roy F. Weston, Inc.

Dames & Moore

Engineers International, Inc.

Life Systems, Inc.

Hubbell, Roth & Clark, Inc.

Reid, Quebe, Allison, Wilcox & Associates, Inc.

Mary Sexton Associates

**COMMUNITY RELATIONS WORK PLAN
AMERICAN CHEMICAL SERVICES, INC. SITE
GRIFFITH, INDIANA
VOLUME I - TECHNICAL SCOPE OF WORK
MAY 1989**

Prepared for:

**U.S. Environmental Protection Agency
230 South Dearborn Street
Chicago, Illinois 60604**

Prepared by:

**Roy F. Weston, Inc.
100 Corporate North, Suite 101
Bannockburn, Illinois 60015**

**W.A. No.: 010-5PJ7
Document No.: 5010-41-14-AAJU**



100 CORPORATE NORTH, SUITE 101
ROUTE 22 AND LAKESIDE DRIVE
BANNOCKBURN, ILLINOIS 60015
(312) 295-6020

18 May 1989

Mr. Robert Swale
Remedial Project Manager
U.S. Environmental Protection Agency
230 South Dearborn Street
Chicago, Illinois 60604

Subject: American Chemical Services, Inc.
Community Relations Work Plan

U.S. EPA Contract: 68-W8-0089

Work Assignment No.: 010-5PJ7

Document No.: 5010-41-14-AAJU

Dear Mr. Swale:

Submitted herewith are three copies (two for the Remedial Project Manager and one for the Project Officer) of the Work Plan Volume I - Technical Scope of Work and Volume II - Cost Information for Community Relations at the American Chemical Services, Inc. site in Griffith, Indiana. The Work Assignment Form for approval of cost, based on information presented in Volume II of the Work Plan, is also attached. The estimated cost for community relations activities is the same as the interim budget, however, the Level of Effort required to meet the budget is 362 hours compared to 500 hours indicated in the interim budget.

This Work Plan has been prepared based on the Scope of Work provided by Mr. Arthur Gasior, U.S. EPA Community Relations coordinator. The cost estimates that are provided in Volume II of the Work Plan reflect the Scope of Work and conversations with Mr. Gasior, are discussed in Volume I.

WESTON

Mr. Robert Swale

-2-

18 May 1989

If you have any questions please do not hesitate to call either myself or the site manager for community relations, Deborah E. Volkmer.

Very truly yours,

ROY F. WESTON, INC.

Deborah E. Volkmer

Deborah E. Volkmer
Site Manager

John W. Thorsen

John W. Thorsen, P.E.
ARCS Region V
Program Manager

JWT/kvh

cc: Mr. K. Street, USEPA, Chicago, IL
Mr. A. Gasior, USEPA, Chicago, IL
Ms. S. Heston, USEPA, Chicago, IL
Ms. B. Manzke, USEPA, Chicago, IL

USEPA

WORK ASSIGNMENT FORM

American Chemical Services, Inc.

Weston

010-5PJ7

1 WORK ASSIGNMENT INFORMATION

PROJECT NAME: Com. Rel. Assistance/R1/FS

CONTRACTOR: 68-W8-0089

WORK ASSIGNMENT NO.: Initial

ACTIVITY: 5/18/89

EPA CONTRACT NO.: 5010-41-14-AAJU

REVISIONS:

DATE:

CONTRACTOR CONTROL NO.:

MODIFICATION NO.:

2 DESCRIPTION OF ACTION <input type="checkbox"/> NEW WORK ASSIGNMENT • Human SOG, schedule, and LOE • Compare SOG estimated budget and schedule REQUIRED APPROVAL EPA REGION HEADQUARTERS	<input type="checkbox"/> INTERIM AMENDMENT • Change in LOE, Supply and • Add additional tasks or funds <input type="checkbox"/> MODIFICATION, FUNDS EPA REGION HEADQUARTERS	<input type="checkbox"/> PARTIAL WORK PLAN APPROVAL, FINAL WORK PLAN APPROVAL • Approval of work plan • Add funds <input type="checkbox"/> AMENDMENT TO FINAL WORK PLAN APPROVAL • Change in LOE, scope of budget by task • Add additional tasks or funds (includes CF 03 or 07 1411) EPA REGION HEADQUARTERS	<input type="checkbox"/> TECHNICAL DIRECTION MEMORANDUMS • Detailed scope, budget and schedule • Review expenditure level • Minor staff action SOG (All changes must be within overall scope, budget, and LOE approved by EPA OCS) EPA REGION	<input type="checkbox"/> WORK ASSIGNMENT COMPLETION NOTIFICATION (NO ATTACHMENTS) • Contractor response • Response determination • When signed by CO, the contractor is kept with order CONTRACTOR
--	---	---	--	--

3 BUDGET INFORMATION TOTAL FUNDING RECEIVED \$* CURRENT _____ THIS ACTION _____ TOTAL _____ <small>* Other - other actions may be entered separately in expenditure list when EPA estimated LOE from all other tasks</small>	INTERIM BUDGET (TECHNICAL LOE) OF 500 25,000 _____ 500 25,000 <small>* INCLUDES FEES</small>	APPROVED WORK PLAN BUDGET (TECHNICAL LOE) (\$*) -- -- 362 25,000 362 25,000 <small>* INCLUDES FEES</small>	EXPENDITURE LIST (\$1)* (TECHNICAL LOE) (\$) 500 25,000 -138 0 362 25,000 (1) ESTABLISHED BY R04R000
---	--	--	--

4 WA COMPLETION DATE CURRENT _____ REVISOR _____
--

5 EPA COMMENTS: _____ _____ _____ _____
--

6 APPROVALS CONTRACTOR SIGNATURE: <u>Sabara E. Volkman</u> DATE: <u>May 18, 1989</u> SITE MANAGER/PRM: <u>W. J. Shaw</u> DATE: <u>5/16/89</u> SPECIAL MANAGER/PRM: <u>WESTON</u> DATE: <u>5/16/89</u>	EPA SIGNATURE: _____ DATE: _____ REGIONAL PROJECT MANAGER: _____ PHONE: _____ REGIONAL PROJECT OFFICER: _____ DATE: _____
---	---

<input type="checkbox"/> APPROVED AS SUBMITTED <input type="checkbox"/> APPROVED WITH CHANGES <input type="checkbox"/> NOT APPROVED _____ SIGNATURE OF CONTRACTING OFFICER _____ DATE APPROVED
--

CC EPA Project Officer
 R04R000
 Contractor
 EPA Contracting Officer (when only expenditure list includes a value)

ATTACH STATEMENT OF WORK
 (PER DESCRIPTION OF ACTION)

* EL is Noted to Estimate Total Funding Received or Approved Work Plan Budget

UPDATE: 1/20/87

PERFORMANCE OF REMEDIAL
PLANNING ACTIVITIES AT
UNCONTROLLED SUBSTANCE DISPOSAL
SITES (ARCS REGION V)

U.S. EPA CONTRACT NO.: 68-W8-0089

COMMUNITY RELATIONS WORK PLAN
AMERICAN CHEMICAL SERVICES, INC. SITE
GRIFFITH, INDIANA

EPA Work Assignment No.: 010-5PJ7
Document No.: 5010-41-14-AAJU

Prepared by: Deborah E. Volkmer
Deborah E. Volkmer
Site Manager

Date: 18 May 1989

Approved by: G. B. Noakes
Geoffrey B. Noakes
Administrative Support
Manager

Date: 18 May 1989

Approved by: John W. Thorsen
John W. Thorsen, P.E.
Program Manager

Date: 18 May 1989

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AMERICAN CHEMICAL SERVICES, INC. SITE
GRIFFITH, INDIANA

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SECTION 1

INTRODUCTION

This Work Plan describes the scope of community relations work to be conducted by WESTON prior to and during the Remedial Investigation and Feasibility Study (RI/FS) at the American Chemical Services, Inc. (ACS) Superfund site in Griffith, Indiana. The tasks described in this Work Plan will be incorporated within U.S. EPA's existing overall Community Relations Plan for ACS. WESTON expects that U.S. EPA may wish to modify this scope of work in order to more appropriately address results obtained from the RI/FS.

The Work Plan also provides general task schedules, level-of-effort, and cost estimates. It should be emphasized that the cost estimates reflect the uncertainty of the current scope of work with respect to the actual number of deliverables that will be submitted to U.S. EPA. As RI/FS work progresses and the full scope of the overall community relations program is realized, the Work Plan for these tasks can be revised to provide more complete task definitions, cost estimates, and schedules.

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SECTION 2

SITE BACKGROUND

The American Chemical Services, Inc. (ACS) site is located at 420 South Colfax Avenue in Griffith, Indiana. Although the site name is American Chemical Services, Inc., R.S. EPA has defined the site to include an inactive portion of the Griffith Landfill owned by ACS and the nearby property previously owned by Kapica Drum, Inc. (now owned by Pazmey Corporation). Existing information reveals that hazardous wastes were disposed of by ACS in Griffith Landfill. There are also references concerning the disposal of drums and drum-cleaning residues by Kapica Drum on ACS property.

ACS began operations as a solvent recovery facility in 1955 and later expanded into chemical manufacturing as well. From 1955 until at least 1975, ACS disposed of a variety of hazardous wastes at various locations on its property. These wastes were generated primarily from the on-site chemical manufacturing and solvent reclamation operations; however, some waste was accepted from off-site sources for incineration in the ACS on-site incinerator. The resultant ash was also disposed of on ACS property.

ACS is an active Resource Conservation and Recovery ACT (RCRA) Interim Status Facility, and the Griffith Landfill is an active sanitary landfill owned and operated by the Town of Griffith. Kapica Drum is no longer in operation.

Located in the immediate vicinity of the ACS site are a few residences, railroad tracks, drainage ditches and marshes. The June 1983 Hazard Ranking System scores for the site revealed that the primary potential for environmental or health impacts comes from the groundwater route. Surface water was scored as a lesser threat.

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SECTION 3

SCOPE OF WORK

U.S. EPA's Work Assignment requires WESTON to prepare fact sheets, assist U.S. EPA in conducting public meetings and public comment activities, and assist in preparing site update reports and a Responsiveness Summary. WESTON will provide current site information to facilitate the preparation of site update reports by the U.S. EPA Community Relations Coordinator. WESTON will also assist U.S. EPA in updating information repositories and mailing lists. Lastly, WESTON recognizes that it may assist U.S. EPA in evaluating and modifying the Community Relations Plan to reflect changes in the site investigation to be conducted at the site. All of these tasks will be performed in accordance with U.S. EPA policy and the relevant SARA legislation. Table 3-1 provides a cross-reference for the tasks identified in U.S. EPA's Work Assignment and the task numbers that will be utilized by WESTON as indicated in Volume 2 of this Work Plan.

3.1 TASK 1: FACT SHEETS

WESTON will develop and produce at least three fact sheets to coincide with the following RI/FS milestones:

- ~~o RI/FS Kickoff meeting;~~
- o RI completion; and,
- o FS completion.

Specifically, production of these fact sheets will involve:

- o Working with U.S. EPA to determine the appropriate format and content of each fact sheet, with respect to technical information and the language in which it is presented;

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TABLE 3-1
TASK CROSS REFERENCE

<u>EPA Work Assignment Task</u>	<u>WESTON Tracking System Task</u>
1. Fact Sheets	Task 42.0003 Fact Sheets
2. Site Update Reports	Task 42.0003 Fact Sheets
3. Media Announcements	Task 42.0004 Public Meeting Support
4. Visual Aids	Task 42.0004 Public Meeting Support
5. Verbatim Transcript	Task 42.0004 Public Meeting Support
6. Responsiveness Summry	Task 42.0006 Community Relations Implementation
7. Information Repository Update	Task 42.0006 Community Relations Implementation
8. Mailing List Updates	Task 42.0006 Community Relations Implementation
9. Revision of Community Relations Plan	Task 42.0002 Community Relations Plan
	Task 42.0005 Technical Support for Community Relations
	Task 42.0007 Task Management and QC

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- o Consulting with U.S. EPA regarding the distribution of the fact sheets;
- o Drafting a fact sheet for U.S. EPA review;
- o Revising the fact sheet to incorporate U.S. EPA comments in a final copy; and,
- o Ensuring that the current fact sheet is placed in the information repositories.

3.2 TASK 2: SITE UPDATE REPORTS

In addition to the three planned fact sheets as discussed under Task 1, WESTON will assist the Community Relations Coordinator (CRC) with Site Update Reports on an as-needed basis. Based on discussions on 1 May 1989 with Mr. Arthur Gasior, U.S. EPA CRC, WESTON's role will be to provide current site information to facilitate preparation of a Site Update Report by the U.S. EPA CRC. WESTON acknowledges that the Site Update Reports include, but are not limited to, serve as a means to expeditiously disseminate to the public new and/or additional site-related information, address public concerns as they arise, and restate U.S. EPA purposes, procedures, and activities. Although the number and frequency of these reports is not specified, WESTON has based the cost estimates for this task on the assumption that three Site Update Reports will be generated:

- o Report 1 will be issued some time during initial RI activities and will note progress made regarding monitoring well installation, soil sampling, and other tasks as delineated in the Work Plan;
- o Report 2 will be issued upon receipt and preliminary analysis of the first round of groundwater and/or soil laboratory data. This

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report will serve to communicate initial investigative results to the public as soon as is reasonably possible; and,

- o Report 3 will be issued during the Feasibility Study, possibly after the preliminary screening process has been conducted. This report will communicate the direction of the FS with respect to selection of potential remedial alternatives.

WESTON will utilize U.S. EPA's assistance in obtaining the information necessary to produce the information for these Site Update Reports as needed or as requested.

3.3 TASK 3: PUBLIC MEETING SUPPORT

The Work Assignment states that WESTON will assist U.S. EPA with three aspects of the public meeting activities: media announcements, transcripts of the public meeting, and visual aids. Each of these items is discussed separately below.

3.3.1 Subtask 1: Media Announcements

WESTON will work with U.S. EPA to generate formal press releases, responses, and notifications in the form of an advertisement as required. WESTON will produce accurate, concise, and understandable information for the media.

3.3.2 Subtask 2: Transcripts of Public Meetings

If requested by the U.S. EPA, WESTON will attend public meetings to assist U.S. EPA staff in providing materials to attendees, to listen to public comments, and to ensure that the meeting is recorded. Additionally, WESTON will arrange for a court reporter to attend the RI/FS meeting and provide a verbatim transcript.

3.3.3 Subtask 3: Visual Aids

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WESTON will utilize its drafting and graphic arts capabilities to provide any visual aids deemed necessary by U.S. EPA for presentation at the public meetings. Typical visual aids would include mounted poster-size maps, graphs, or photographs, as well as slides or videotapes of various site activities.

3.4 TASK 4: RESPONSIVENESS SUMMARY

WESTON will assist U.S. EPA in preparing a Responsiveness Summary that will document for public record any questions and concerns expressed at the public meeting concerning the proposed remedial alternative, the extent to which local officials and citizens support the alternative, how U.S. EPA responded to public comments, and any remaining community concerns.

3.5 TASK 5: INFORMATION REPOSITORY UPDATE

WESTON will ensure that all public documents pertaining to the ACS RI/FS are placed in the designated information repositories. This involves assessing the needs of the repositories and updating them with new information based on consultation with the U.S. EPA Community Relations Coordinator.

3.6 TASK 6: MAILING LISTS

The mailing lists for the distribution of notices and documents provided as part of the Community Relations Plan will be jointly maintained and updated as necessary by U.S. EPA and WESTON.

3.7 TASK 7: REVISION OF THE COMMUNITY RELATIONS PLAN

As necessary, WESTON will assist U.S. EPA in evaluating and modifying the current Community Relations Plan. Conversations with the Community Relations Coordinator, Mr.

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Arthur Gasior, indicated that the primary focus for the Community Relations Plan would be to update the contact mailing list. Additionally, WESTON will develop methods for reasonably determining the effectiveness of the CRP with respect to availability of public information, the relationship between ACS and U.S. EPA, and the responsiveness of U.S. EPA to public concerns.

3.8 TECHNICAL SUPPORT FOR COMMUNITY RELATIONS

Technical Support for Community Relations refers to consultations between community relations staff and technical staff of WESTON to ensure that community relations deliverables are technically accurate. WESTON technical staff will review fact sheets, media notices, and any new materials drafted for the comment period to ensure technical accuracy and completeness prior to submission to U.S. EPA for review.

3.9 TECHNICAL/FINANCIAL MANAGEMENT AND QUALITY CONTROL

This section discusses details of project administration and encompasses the following subtasks:

- o Technical and financial review
- o Technical and financial reporting
- o Meetings
- o Document Control

3.9.1 Technical and Financial Review

Technical review includes the technical direction and management provided by the Regional Manager and the Site Manager to the site team from project initiation to completion on topics that are not task-specific.

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Financial review includes monitoring of budget status and internal team rebudgeting, as necessary, depending on the level of effort provided by the project team. It also includes monitoring work efforts and forecasting of budget and manpower to schedule the personnel needed for the project.

Two types of monthly progress reports are required -- Technical Progress Reports and Financial Management Reports.

3.9.2 Technical Progress Report

Technical Progress Reports will include the following:

- o Site identification and activity;
- o Status of work tasks and progress to date with percent of completion defined;
- o Difficulties encountered or anticipated during the reporting period;
- o Actions being taken to resolve problem situations; and,
- o Key activities to be performed in the next month.

3.9.3 Financial Management Report

The Financial Management Report will include the following:

- o Actual costs for direct labor, expenses and subcontracts expended each month during the reporting period, including fee;
- o Cumulative costs and direct labor hours from contract inception through the reporting period date, including fee;

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- o Projection of costs for completing the project, including an explanation of any significant variations from the planned costs;
- o Projected versus actual expenditures (plus fee) and a comparison of actual versus planned direct labor hours; and,
- o Projection of costs through completion.

3.9.4 Meetings

Monthly meetings, general and management in nature, will be held between WESTON's Site Manager and the U.S. EPA Remedial Project Manager and Community Relations Coordinator to provide progress updates on work being completed at the site and, as necessary, to revise the future scope or direction of the community relations activities.

3.9.5 Document Control

All documents will be filed with proper document numbers according to the guidelines of the ARCS Document Control System.

3.10 QUALITY CONTROL

Quality Control (QC) measures will be utilized for all tasks and subtasks identified within this Work Plan. The ARCS Management Plan and Quality Assurance Program Plan define the Quality Control procedures that will be employed. The Site Manager, Program Manager and Technical Operations Manager are the principal individuals responsible for QC implementation.

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SECTION 4

SCHEDULE OF DELIVERABLES

The following schedule of deliverables is based on the tasks discussed in Section 3. The anticipated preparation time for many of the deliverables is contingent upon the U.S. EPA review schedule. WESTON will ensure that the U.S. EPA schedules for community relations activities are met by close coordination with U.S. EPA, RPM and CRC.

~~Kickoff Meeting Fact Sheet~~

Prior to the start of site field work

RI Fact Sheet

Upon completion of the RI

FS Fact Sheet

Upon completion of the FS

Update Reports

As needed

(if budget permits)

Media Notices

Prior to public release of reports or public meetings

Meeting Transcript

Approximately two weeks from date of meeting

Graphic Support

As needed

Draft Responsiveness Summary

Within two weeks of closure of public comment period

Final Responsiveness Summary

Within 30 days after receipt of Agency comments and responses

Repository Updates

As needed

Mailing Lists

As needed

Evaluation and Revision of CRP

As needed

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SECTION 5

PROJECT STAFF

An experienced project team has been assembled to effectively meet the requirements of the community relation activities for the ACS site.

Deborah E. Volkmer will be the Site Manager and is the principal community relations contact for the U.S. EPA RPM and CRC. Ms. Volkmer, a community relations specialist at WESTON, is experienced with the community relations techniques and activities concerning hazardous waste sites. The resume of Ms. Volkmer is included in Appendix B.

APPENDIX A
U.S. EPA SCOPE OF WORK

Scope of Work
AMERICAN CHEMICAL SERVICE
Griffith, Indiana

Introduction

The American Chemical Service site is located in southeast Griffith, within Lake County, Indiana. The site includes the American Chemical Service, Inc., a currently operating solvent reclamation and chemical manufacturing facility; Kapica Drum, Inc., a former drum recondition facility and Griffith Landfill, a sanitary landfill, currently owned and operated by the Town of Griffith.

Located in the immediate vicinity of the site are a few residences, railroad tracks, drainage ditches and marshlands. The nearest homes are located approximately one-half mile from the site, except for a few scattered residences across the street from the Griffith Landfill.

A variety of wastes were disposed of during chemical manufacturing and solvent recovery in an open landfill, known as the containment area. American Chemical Service also operated an incinerator and disposed of ash in this containment area. In addition, an estimated 20,000 to 30,000 drums and general refuse were deposited on the site.

Tasks

U.S. EPA policy and SARA legislation require that the following community relations tasks be conducted by the contractor:

1. Fact Sheets - At least three fact sheets will be written, designed and produced by the contractor for the following RI/FS milestones:
RI/FS kickoff Meeting - RI Completion - FS Completion.
U.S. EPA will approve the fact sheet copy and rough design prior to production.
2. Site Update Reports - One page update reports will be produced by the contractor whenever new information on the American Chemical Service site is available. U.S. EPA will provide the contractor with pertinent information for each update. U.S. EPA will be responsible for distribution.
3. Comment Period Activities - The contractor will assist U.S. EPA with the following aspects of the public comment period activities: media announcements, verbatim transcript of public meetings, and visual aides for public meetings.
4. Responsiveness Summary - The contractor will assist U.S. EPA in preparing a Responsiveness Summary which will be included as part of the Record of Decision for summarizing written and oral comments made by the public during the comments period.
5. Repository Update - The contractor will assist U.S. EPA in updating information repositories in municipalities where Superfund sites are located. This includes assessing their needs and updating them with the appropriate documents after consultation with community relations coordinators.

6. Mailing Lists - The contractor will assist U.S. EPA in maintaining and updating mailing lists for the sites. ~~Labels will be provided upon request~~
7. Revising the CRP - The contractor may be asked to assist U.S. EPA in evaluating and updating the current Community Relations Plan. This will include developing evaluations to assess the effectiveness of community relations activities.

Deliverables

The following work products will be completed and delivered to U.S. EPA according to the indicated schedule:

Kickoff Meeting Fact Sheet	Prior to the start of site Field Work
RI Fact Sheet	Upon completion of the RI
FS Fact Sheet	Upon completion of the FS
Update Reports	As needed
Media Notices (Newspaper Ads)	Prior to public release of reports or public meetings
Meeting Transcript	Approx. two weeks of date of meeting
Graphic Support	As needed
Draft Responsiveness Summary	Within two weeks of closure of public comment period
Final Responsiveness Summary	30 day following receipt of Agency comments and responses
Repository Updates	As needed
Mailing Lists	As needed
Revised CRP and evaluation	As needed

Contractor Travel

The contractor may be required to take trips to attend public meetings and/or Revise the CRP (maximum number 4). These trips will be scheduled only if needed necessary by U.S. EPA.

Technical LOE

The anticipated level of effort to complete the task on this SOW is 500 hours. The total amount of money need to complete the tasks is \$25,000.

U.S. EPA Contact: Art Gasior (312) 886-6128

APPENDIX B
PROJECT STAFF PROFILE



Deborah E. Volkmer

Fields of Competence

Interviewing, researching and writing of community relations plans and fact sheets; assisting with public meetings, seminars and site tours; media relations.

Experience Summary

Consultant to the U.S. Environmental Protection Agency in two regions for public and community relations projects for a variety of hazardous waste sites and environmental concerns. Kept U.S. EPA apprised of public attitudes and concerns, and developed community relations resources to facilitate interaction with residents and U.S. EPA. Fourteen years experience writing reports, manuals, newsletters, press releases, media packets and other informational pieces, programs, and special projects. Wrote, designed, and edited a variety of publications, which included contracting printing, photography, layout, and paste-up. Coordinated and developed media and marketing strategies, which included direct mailings and multimedia advertising. Coordinated a variety of meetings and special events, including conferences, lectures, trips, and residency programs. Supervised personnel, volunteers and publications staffs. Provided counseling support for crisis management, personal concerns, and group dynamics situations. Three years of classroom-teaching experience.

Credentials

B.A., Journalism/English—Kearney State College (1974)
M.S., Counseling and Guidance—University of Nebraska (1978)

Employment History

1987-Present	WESTON
1985-1987	Jacobs Engineering Group, Inc.
1979-1985	Avila College
1977-1979	University of Nebraska at Omaha
1974-1977	Teacher in Lexington and Omaha, Nebraska

Key Projects

As a Community Relations Consultant to the U.S. Environmental Protection Agency, prepared community relations plans for a variety of situations and sites. Duties include: attending and submitting reports on public meetings; coordinating public concerns and questions for toll-free telephone line; providing community outreach services through on-site information centers and related activities; maintaining contacts with print and broadcast media for site updates and press briefings; and producing regional media and environmental groups directories.

Professional Profile